REQUESTING A LETTER PACKET
HOW TO REQUEST A PACKET

STEP 1: CLICK ON THE PACKETS TAB

2: CLICK REQUEST A PACKET

This packet of letters will be sent to all schools you are applying to, within that application.
SELECTING LETTERS

****DO NOT REQUEST YOUR LETTER PACKET UNTIL ALL YOUR LETTERS HAVE BEEN RECEIVED. WE CAN ONLY SEND ONE PACKET TO EACH APPLICATION SERVICE!!

3: SELECT THE DESTINATION

4. ENTER IN YOUR ID FOR AACOMAS/ AMCAS/ TMDSAS

5: SELECT LETTERS YOU WANT IN YOUR PACKET
(Once you have requested a packet, this cannot be changed)
APPLICATION SERVICES
(AMCAS, AACOMAS, TMDSAS)

• Create a packet request for each application service you are applying for. Each packet can be different provided you create a separate request.
• Enter in the appropriate ID number(s). These can be found on your application.

“OTHER” PACKETS

We can only send your letters to medical/dental related fields.

Common examples include:
• Military scholarships
• Post-bacc programs
• Medical/dental scholarships

CONTINUE REQUESTING PACKETS
6. DOUBLE CHECK THE REQUEST

It is your responsibility to make sure everything went through correctly.

If there are issues, you will be notified through the email entered on letter tracker. Check your email regularly! Also check this page to see the status of your packet(s).
For your letters to be uploaded you need to fill out the evaluation section on your application!!!! (see next slides)

Before gaining access to the letters of evaluation section on your application, you must do the following:
- Create an account for your application service(s) and put in the general personal information.
- Select the schools you wish to apply to.
- Enter in education information (high school, college, etc.).
The following slides include specific instructions for AACOMAS/AADSAS, AMCAS & TMDSAS.

- If included in your application service, we highly recommend selecting:
  - Waive rights to view letters
  - Give permission to contact reference (this is required if you would like to upload your letter tracker packet into your application)
  - Give permission for schools to contact reference
Create Evaluation Request

You are asked to submit a requested due date for your evaluation letters. This date should correspond to the evaluation development guidelines that are set by your designated pre-health advisor. You should consult with your evaluators/reviewers before submitting the proposed date to ensure that they will have ample time to respond to your request.

It is important to note that the applications are processed and verified once all transcripts are received and you have paid the application fee. Your application will not be held up for receipt of evaluations/letters. Your evaluation letters will be forwarded to your designated colleges of osteopathic medicine.

An automatic notification will be sent to you when your evaluations are submitted to AACOMAS.

Evaluator's Information

- Are you requesting a committee evaluation?
  - Yes
  - No

- First Name
  - David

- Last Name
  - Kaiser

- Email Address
  - healthproc@byu.edu

- Due Date
  - MM/DD/YYYY

- Personal Message to Your Evaluator
  - (only letter secretaries will see this)

Waiver of Evaluation

- I waive my right of access to this evaluation.
  - Yes
  - No
Letters of Evaluation

For more information on this section, please review the Letters of Evaluation section of the handbook.

Once you have completed the section below, you should have your letters delivered to TMDSAS. Committee packets and letters can be delivered in several ways: via Interfolio, Virtual Evaluals, uploaded directly to the TMDSAS Evaluator Portal or mailed to TMDSAS. Make sure your TMDSAS ID is on your letter(s) so that we can match them properly.

You are currently applying to:
- Medical school(s)
- Baylor College of Medicine
- Texas Tech HSC SOM in Lubbock

Please submit the following letters to complete the application.

For Medical School
- One Health Professions Committee Packet

Indicate how you will submit your letters of evaluation:
- HP Committee Packet
- Individual

HP Committee Packet
Select the institution your Health Professions Committee Packet will be sent from:
- Brigham Young University (MS)

<table>
<thead>
<tr>
<th>Institution</th>
<th>HP Committee Packet Status</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brigham Young University (MS)</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

Optional Letter
The schools you are applying to prefer to receive only the required letters. However, you may submit one optional letter if you wish. VET applicants may NOT submit an optional letter.

An optional letter must come directly from the evaluator. It cannot be part of your committee packet.

Do you intend to submit an optional letter?
- No
- Yes

There might be a slight delay after the "Save" button is clicked. DO NOT click again until a confirmation message appears.

Save | Save & Continue | Cancel

Click cancel to undo all changes and revert the page back to its original state ONLY IF you have NOT saved the page.
Application services allow you to upload additional letter(s) on top of your letter packet. These must be uploaded directly from your letter writer to the application service.

- **AMCAS**: You can include up to 9 additional letters.
- **AACOMAS**: Also allows additional letters to be sent.
- **TMDSAS**: Allows one extra letter, which must be submitted before your application can be sent.
- **AADSAS**: You can include up to 3 additional letters.
NOW YOU ARE DONE!

If you have completed the requests successfully, you are done! Your letter packet will be sent within 2-5 business days, unless there are problems with your packet/letters. If there are problems, the letter secretary will contact you or your recommenders.

Check your email, letter tracker account, and application to make sure everything went through correctly. You are responsible to make sure your packets have been uploaded successfully.
FAQ

Look over the frequently asked questions page found at:

https://ppa.byu.edu/letter-tracker
CONTACT THE LETTER SECRETARY

EMAIL
healthprosec@byu.edu

PHONE
(801) 422-3044

LOCATION
3328 WILKINSON STUDENT CENTER

More information can be found at https://ppa.byu.edu/letter-tracker